

REQUEST FOR PROPOSAL (RFP)
WEB HOSTING SERVICES
E-RATE FY2012 (2012-2013)
Education Achievement Authority of Michigan (EAAM)
REVISED

Introduction

The purpose of this request is to invite prospective providers to submit a multi-year contract for website design and hosting services for Education Achievement Authority of Michigan.

EAAM is looking for a solution that not only incorporates the latest technology in web design but is also user friendly and visually appealing.

IMPORTANT NOTE:

EAA OF MICHIGAN will assume operations of 15 preK-12 schools with an expected enrollment of 12000 in 2012, 30 schools in 2013, and 40 schools in 2014. Actual schools for 2012 will be announced on or about March 13, 2012. Currently, Detroit Public Schools may have existing fiber and other networked connections. As a part of this RFP, EAA OF MICHIGAN is asking vendors to certify all current connections and to provide a full and comprehensive report as to what is currently available, including the integrity of all connections.

Target Audience

The target audience includes:

- Current students of EAAM and their families
- Future students of EAAM and their families
- Teachers
- Staff and Employees of EAAM

Background

Currently there is no EAAM dedicated website; however EAA of Michigan shares a location with the state of Michigan website www.michigan.gov/eas. The site needs to be redesigned with a specific focus on EAA of Michigan's vision, mission, beliefs and goals, incorporating 21st Century technology and web design options.

EDUCATION ACHIEVEMENT AUTHORITY OF MICHIGAN SCHOOLS
3022 West Grand Blvd., Suite 14-652
Detroit, MI 48202

Objective

The new website for EAA of Michigan needs to provide an easy to manage, easy to navigate site that not only incorporates the latest in web design but is also accessible for the diverse population that we would serve.

Scope of Work

EAA of Michigan is looking for a partner that can provide the following:

- Creation of the EAA of Michigan website as well as 15 individual school sites, with expansion of 30 schools in 2013, and 40 schools in 2014. EAA of Michigan is to own full rights to design, development, and contents of each EAA of Michigan website.
- School site must include individual pages for teachers and departments to allow for communication with students, parents and /or guardian
- Ability to simply push information from the district site to the school sites
- Unlimited pages for school and district websites
- Unlimited number of user for editing/updating
- Unlimited storage space
- Unlimited document, video and image uploads by EAA of Michigan
- Site must be maintained by hosting company with 100% up time and zero failure rate
- Complete control over content
- Full EAA of Michigan editing/updating capabilities
- Private section that requires login information for parents and students
- Site must be compatible with multiple browsers, including but not limited to IE, Firefox, Chrome and Safari
- Accessibility features for the visual impaired, with option visible on each main/index page
- Multi-lingual accessibility features

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- Interactive features such as an event calendar, blogging, photo slide show
- Interface with SIS and FMS / HR systems email, sharepoint
- Data collection capability for online forms and surveys
- Multilevel training for administrative and delegated users must be included and the terms defined
- Technical support must be included and the terms defined
- Experience working with public schools a plus

Proposal Requirements

At a minimum, proposals must contain the following:

- Introduction and overview of the provider's company
- Relevant experience, with actual links to developed and currently active websites
- Detailed summary identifying the specifications listed in Scope of Work
- Complete pricing, including one time design fee, implementation, training and all other fees
- Vendors submitting proposals must have a Universal Service Administrative Company, Schools and Libraries Division, E-rate approved Service Provider Identification number
- Complete breakdown itemizing E-rate eligible and ineligible items
- At least 5 references, complete with name, address and email address
- Provide a portfolio of previous designs
- Include an implementation timeline based on live date as indicated in Schedule of Events
- Provide a 3-year contract for web hosting services starting on July 1, 2012, one year contract with annual renewals for the next two years
- Submit proposals with E-rate RFP in the subject line and mail a copy to the following address:

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Education Achievement Authority of Michigan
Attn: Dr. Rebecca Lee-Gwin, Ed.D.
3022 West Grand Blvd., Suite 14-652
Detroit, MI 48202

Schedule of Events:

The following schedule of events is the required schedule for this project. The schedule may change depending upon the responses to the RFP. A final schedule will be established prior to contracting with the vendor who is selected.

Event	Date
Release RFP to Bidders	February 23, 2012
Deadline for Submission of Questions	March 1, 2012
Mandatory Bidders Conference	March 7, 2012 10AM
Deadline for Proposal Submission	March 9, 2012 9AM
Bid Opening	March 12, 2012, 9AM
Evaluation of Responses	March 12, 2012
Contract Award (ACBOE Meeting)	March 15, 2012
Installation Completed	July 30, 2012

Evaluation Criteria

All proposals will be evaluated using the following guidelines:

Criteria	Available Points
Cost- including percentage of Erate eligible and ineligible items	25
Meets our Specifications & Requirements	20
Support and training available	20
Design Options & Value	10
Prior Experience with schools and Erate	15
State of Michigan vendor preference	5
References	5

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Total	100
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Right of Rejection

EAAM reserves the right to reject any or all responses to this RFP if such actions are in the best interest of the schools.

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CONFLICT OF INTEREST AFFIDAVIT

This affidavit is required by state law and complies with the State of Michigan, Act No. 232 of Public Acts of 2004, Enrolled House Bill No. 5376, Sec. 1267, paragraph 3, and sub-paragraph (d), as listed below:

- 3) The advertisement for bids (and proposals) shall do all of the following: State that the bid shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the board, intermediate school board, or board of directors or the superintendent of the school district, intermediate superintendent of the intermediate school district, or chief executive of the public school academy. A board, intermediate school board, or board of directors shall not accept a bid that does not include this sworn and notarized disclosure statement.

Check one of the two boxes below.

- ☐ List and describe all existing Conflicts of Interest. *(Attach an additional page if necessary.)*

- ☐ To the best of my knowledge, no conflict of interest exists.

Print name of bidder: _____ Signature: _____

Name of Company: _____ City: _____ State: _____

NOTARY: State of _____ County of _____

Sworn to and subscribed before me, a notary public in and for the above state and county, on this

_____ Day of _____, 20__.

Notary Public _____

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My commission expires: _____

Seal

NON-COLLUSIVE BIDDING CERTIFICATE

- A. By submission of this proposal, the bidder certifies that:
- B. This bid or proposal has been independently arrived at without collusion with another bidder or with any competitor;
- C. This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids, or proposals for this project, to any other bidder, competitor or potential competitor;
- D. No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a proposal;
- E. The person signing this bid or proposal certifies that he/she has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties being applicable to the bidder as well as to the person signing in its behalf.
- F. **THE FAILURE TO SIGN THIS CERTIFICATE MAY BE CAUSE FOR YOUR BID TO BE REJECTED.**

Company Name

Authorized Signature

Title